

**SAMPLE FORMAT – CALL DIVISION OF CD’S FOR MS WORD OR EXCEL DOCUMENT**  
**BUDGET REPORT**  
**(INCOME ESTIMATE MUST EQUAL EXPENSE ESTIMATE)**

\_\_\_\_\_ CONSERVATION DISTRICT  
**ESTIMATE OF RECEIPTS**

For the Fiscal Year Ending June 30, \_\_\_\_\_

<b><u>RECEIPT SOURCE</u></b>	<b><u>AMOUNT</u></b>
State Funds	0
County Funds	0
City Funds	0
Other Government Funds (specify)	0
Administrative Income (specify)	0
Interest – CD, Savings and Checking	0
Grants for projects (specify)	0
Rental Income (equipment, etc.)	0
Contributions	0
Building/Property Rental Fees	0
Other Sources of Income	0
<b><i>TOTAL INCOME</i></b>	<b><i>0.00</i></b>

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BUDGET REPORT  
(INCOME ESTIMATE MUST EQUAL EXPENSE ESTIMATE)*

\_\_\_\_\_ CONSERVATION DISTRICT

**ESTIMATE OF EXPENDITURES**

For the Fiscal Year Ending June 30, \_\_\_\_\_

<b><u>EXPENDITURE</u></b>	<b><u>AMOUNT</u></b>
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Employee Salary	
Fringe Benefit Expense	
Travel	
Building Rent	
Telephone	
Insurance	
Postage	
Copying Expense	
Office Supplies	
Education & Information Expenses	
Equipment Purchase (specify)	
Equipment Expenses (maintenance, repair, operation)	
Dues – NvACD	
Dues – NACD	
Dues - Other	
Mileage	
Investments (specify)	
Internet	
Bond and Insurance Expenses	
Project Costs:	
Grant #1	
Grant #2	
Grant #3	
Other Expenses (specify)	
<b>TOTAL EXPENSES</b>	